

Moodle 2.7 Content Creation Workflow

Moodle (**M**odular **O**bject-**O**riented **D**ynamic **L**earning **E**nvironment), an open source learning management system (LMS) enables institutions and educators create collaborative, flexible and social learning environment. It can be used for online learning and/or to support and combine face-to-face interaction.

Moodle enables educators manage content, add resources (in multiple media), create activities (assignment, forum, quiz), enroll users, grade student's performance, communicate with students and engage students in collaborative and constructive learning tasks.

1. General Settings

1.1 Edit Profile

Click on your name / picture → Scroll down to **Administration block** → click the **Edit profile** link → Click the **Expand all** link (top right) → add your details – phone, qualifications, email digest type (complete / subjects), forum tracking (Yes: highlight new posts for me), city, country, timezone, brief description, upload your photo etc. → Update profile

1.2 Edit Course Settings

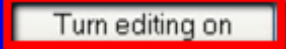

Course page → **Turn editing on** → Scroll down to **Administration block** → **Course administration** → click **Edit settings** link → Click **Expand all** link → In the **General block**, update **Course full name and short name** → **Course start date** → **Description** → In the **Course format block**, choose a required format (Topics / Weekly format / Social format) → Specify **Number of sections** → Choose a **Course layout** – **Show all sections on one page** / **Show one section per page** → In the **Appearance block**, disable **Show gradebook to students** to hide grades → Click **Save changes**













1.3 Editing controls

Various editing controls enable teachers to add and manage content and activities on their course pages.



Course page → **Turn editing on** → pull down **Edit** to use the following icons to edit course contents – block, resources and activities

	To enable edit mode
	To disable edit mode

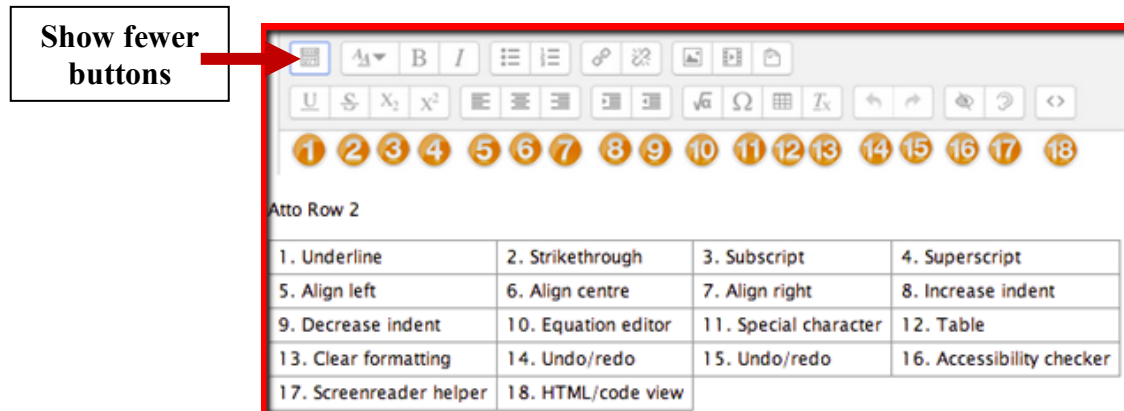
	To edit resource or activity title
	To indent (move right) a resource/activity
	To outdent (move left) a resource/ activity
	To edit/update a topic summary/resource/activity
	To get help on adding resources and creating activities
	To hide a resource, activity or block
	To unhide a resource, activity or block
	To delete a resource/activity/block
	To move a topic/resource/activity/block
	To highlight a session / topic as the current session / topic
	To hide a session/topic
	To duplicate a resource/activity

1.4 Content Editing Toolbar (Atto) – Use Atto toolbar to add and edit content.

Show more buttons



Atto Row 1			
1. Expand	2. Style	3. Bold	4. Italic
5. Bulleted list	6. Numbered list	7. Add link	8. Unlink
9. Add image	10. Add media	11. Manage embedded files	



Note: Enable the Mathjax or the TeX notation filters (Administration → Site administration → Plugins → Filters → Manage filters) to view and use equation editor.

1.5 Adding Course Title, Summary and Course Handout / Syllabus

Course page → **Turn editing on** → Go to **Topic 0** → **Edit summary (icon)** → Add course title, summary (2-3 lines), learning objectives or learning outcomes, evaluation schema, course readings (textbooks and reference books), image/ video → **Save changes**
Add an activity or resource (activity chooser → Select **File** → Give a **Name & Description** → Click **Add** to upload the file using **File picker** → Click on **Upload a file link** (in the file picker) → **Browse & choose the file** → Click on **Upload this file** button → Click on **Save and return to the course**

1.6 Switching to Student Role

Course page → Scroll down to **Administration block** → expand **Switch role to ...** → Click on **Student**

2 Adding Resources

2.1 Adding a File

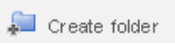

Course page → **Turn editing on** → **Add an activity or resource** (activity chooser) → Select **File** → Click the **Expand all** link (top right) → **File name & Description** → Click **Add** tab to upload the file using **File picker** → Click on **Upload a file link** (in the file picker) → **Browse & choose the file** → Click on **Upload this file** button **or drag and drop** file from your computer → Click on **Save and return to the course**

OR

Drag and drop a file from your desktop on to the course page

2.2 Adding a Folder

The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

Course page → **Turn editing on** → **Add an activity or resource** (activity chooser) → **Choose Folder** → **Add** → Click the **Expand all** link (top right) → Give a **Name & Description** → Click on **Create a folder** →  → Name the folder → Click on **Create a folder** → Click on the folder created → **Drag and drop files** OR Click on **Add**  to add files using the **File picker** → Click on **Save and return to the course**

OR

Zip and drag and drop a folder to on to the course page → Check **Unzip files and create folder** → Click the **Upload** button to add a folder


2.3 Adding a URL


Course page → **Turn editing on** → **Add an activity or resource** (activity chooser) → **Select URL** → **Add** → Click the **Expand all** link (top right) → Give the **Name & Description External link (Web resource)** → Copy & paste the URL → Click on **Save and return to the course**

2.4 Adding a Page

A page can display text, images, sound, video, and web links.

Course page → **Turn editing on** → **Add an activity or resource** (activity chooser) → **Select Page** → **Add** → Click the **Expand all** link (top right) → **Add Content (Text, image, video)** → Click on **Save and return to the course**

To add an image, click on the **Insert image icon** (in Atto tool bar)  → Click on **Browse repositories** → **Browse & choose the file** → **Change Author and License Type** → Click on **Upload a file** (in the **File picker**) → Browse and choose a file → **Upload this file** → **Describe the image** → Change **Size** dimensions and **Alignment** → Give a name to the image (**General** tab) → Click on **Insert** → Click on **Save and return to the course**

To embed a video, click on the **Insert Moodle Media icon** (in Atto tool bar)  → Click on **Browse repositories** → **Browse & choose the file** → **Change Author and License Type** → Click on **Upload this file** button → **Insert media** → Click on **Save and return to the course**

OR

Click on **YouTube videos** (in the **File picker**) → Search for (sort by relevance, date published, rating, view count) & choose a **YouTube video** to be embedded → Click on **Select this file** button → **Insert media** button → Click on **Save and display**

3 Creating Activities

3.1 Assignment

Course page → **Turn editing on** → **Add an activity or resource** (activity chooser) → Choose **Assignment** → **Add** → Click the **Expand all** link (top right) → In the **General block**, give **Assignment name** & Description (instructions to students) → Under **Availability block**, **Enable** and specify the dates **from**, **due date**, **cut-off date** (If set, the assignment will not accept submissions after this date) and **time** → Under **Submission types**, check **File submissions** (for **Online text**, enable **Word limit** – this is the maximum number of words that each student will be allowed to submit – alerts students about word limit and asks to review and resubmit) → Specify **Maximum number of uploaded files** and **Maximum file submission size** → Under **Feedback types**, choose **Feedback comments** (leave feedback comments for each submission) / **Feedback files** (to upload files with feedback when marking the assignments) and **Offline grading worksheet** (to download and upload a worksheet with student grades when marking the assignments) → Set **Comment inline** to **Yes** comment directly on the text which a student has submitted as an **online text** type assignment (using a different colour, perhaps) → Under **Submission settings**, enable **Require students click submit button** (students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system) → enable **Require students accept the submission statement** (students accept submissions are his / her original work) → Under **Notifications**, enable / disable **Notify graders about submissions**, **Notify graders about late submissions** and **Notify students** → Under **Grade block**, select **Type – Point** → specify **Maximum points** and Grading method – **Simple direct grading** → Set **Use marking workflow** to **Yes** to go through a series of workflow stages before being released to students – **Not marked** (the marker has not yet started); **In marking** (the marker has started but not yet finished); **Marking completed** (the marker has finished but might need to go back for checking/corrections); **In review** (the marking is now with the teacher in charge for quality checking); **Ready for release** (the teacher in charge is satisfied with the marking but wait before giving students access to the marking); **Released** (the student can access the grades/feedback) → Click on **Save and return to the course**

3.1.1 Grading Assignment

Course page → Click the assignment created and to be evaluated → **View/grade all submissions** → Scroll down to **Filter** → Requires grading → **Workflow filter – Not marked** → Check **Quick grading** → Click on the document submitted to download → Click the **Grade icon** → grade, set marking workflow and provide feedback → enable **Notify students** → **Save changes**

OR

Choose **Download all submissions** from **Grade action dropdown** → Check **Quick grading** to assign grades directly in the submissions table

OR

From the **Grade action dropdown**, click the **Download all submissions** and **Download grading worksheet** → Open and save the downloaded worksheet as .csv file → Add **Grades and Feedback** (optional) → Click the **Upload grading worksheet** in the **Grade**

action dropdown → Check **Allow updating records** that have been modified more recently in Moodle than in the spreadsheet → **Upload grading worksheet** → **Confirm** → **Continue**

3.2 Creating a Forum

Course page → **Turn editing on** → **Add an activity or resource** (activity chooser) → Select **Forum** → **Add** → Click the **Expand all** link (top right) → In the **General block**, give a **Name & Description** (instructions for participation) → Choose a **Forum type** – **A single simple discussion** (A single discussion topic which everyone can reply to) / **Each person posts one discussion** (Each student can post exactly one new discussion topic, which everyone can then reply to) / **Q and A forum** (Students must first post their perspectives before viewing other students' posts) / **Standard forum for general use** (An open forum where anyone can start a new discussion at any time) → In the **Attachment and word count block**, specify **Maximum attachment size & number of attachments (1)** and enable / disable **Display word count** → In the **Subscription and tracking block**, set the **Subscription mode** to **Forced** (Everyone is subscribed and cannot unsubscribe) → Set **Read tracking** to **Forced** (students can track read and unread messages in the forum and in discussions) → In the **Ratings block**, choose **Aggregate type (Optional)** and **Scale (grade) Type – Point** to rate student's participation → Specify **Maximum points** → Click on **Save and return to the course**

3.3 Creating a Quiz

Course page → **Turn editing on** → **Add an activity or resource** (activity chooser) → Select **Quiz** → **Add** → Click the **Expand all** link (top right) → In the **General block**, give a **Name** (specific to the course topic) & **Description** (instructions to students) – you can also embed a video to be watched before answering quiz questions → In the **Timing block**, check **Enable** and specify the date and time to open and close the quiz → Set **Time limit** (to display countdown timer to students in the quiz navigation block) → Set **When time expires** to **Open attempts are submitted automatically** / There is a **grace period** when open attempts can be submitted, but no more questions answered (if selected, specify the **Submission grace period** in seconds, minutes, hours, days) → In the **Grade block**, set the **Attempts allowed** to **1** → In the **Layout block**, set **Question order** as **Shuffled randomly** → Specify the **number of questions per page** (to insert page break) or **Never, all questions on one page** → In the **Question behavior block**, enable **Shuffle within questions** (applies to multiple choice and matching questions) → choose **Deferred feedback** (students will see feedback only after submitting the quiz) / immediate feedback → choose preferred **Review option** (what information students can see when they review a quiz attempt) – **Immediately after the attempt** and **After the quiz is closed** – **The attempt, Whether correct, Marks, Right answer** → Overall feedback with grade boundaries (optional) Click on **Save and display** → Click on **Edit quiz** to add questions → Add **Maximum grade** → **Save**

3.3.1 Creating Question Bank Categories

Expand **Question bank** link in the **Administration block** → **Categories** → choose the **Parent category** (Default for your course) – into which the new category will be placed / **Top** (means that this category is not contained in any other category) →

Give a **Name** to the category and category info (optional) → click on **Add category** → Repeat the steps for creating the required number of categories.

3.3.2 Importing Questions to Question Bank

Moodle enables us import questions in a variety of formats, namely, GIFT, Aiken, Moodle XML. Aiken is the simplest format to import MCQs.

3.3.2.1 Aiken Format - Importing Multiple Choice Questions

This is a simple format for importing multiple choice questions from a text file.

- The **question** must be all on one line. Each answer must start with a single uppercase letter, followed by a period '.', then one character space.
- The **answer** line must immediately follow, starting with "ANSWER: " (NOTE the space after the colon) and then giving the appropriate letter.

NOTE: The answer letters (A, B, C etc.) and the word "ANSWER" **must be in uppercase** as shown, otherwise the import will fail.

Open a **notepad** → Type your question and answers as shown below:

What is the financial goal of any firm?

- A. maximise the wealth
- B. maximise the profits
- C. maximise the sales
- D. minimise expenses

ANSWER: A

Which of the following methods of issuing additional shares does not result in an increase in the net worth of the company?

- A. Right issue
- B. Bonus issue
- C. Public issue
- D. Private placement

ANSWER: B

Save the file as a **.txt file** and change encoding to **UTF-8** and import (upload) to Question bank.

3.3.2.2 Importing Questions into Question Bank

Course Page → Scroll down to **Question Bank** in the **Administration Block** → Expand and click on **Import link** → Click the **Expand all** link (top right) → In the **File Format section** choose **Aiken** format → In the **General section**, choose a **category** (you have created) to import questions → In the **Import questions from file** section, click **Choose a File / Drag and drop** the file → In the File Picker, click on **Upload a file** → **Browse** and choose the **Aiken** file saved as .txt → Click on **Upload this file** button → Click on **Import** → Click on **Continue** to view the questions imported

3.3.3 Adding Questions to the Quiz from Question Bank

Click on the quiz created → **Edit quiz** → Click on **[Show]** Question Bank contents (if it is hidden) , the questions appear on the Right → Check the questions you wish to add to the quiz → Click on **Add to Quiz** → Change **Grade** and click on **Save**

3.3.6 Randomizing Quiz Questions

A student gets different questions each time they attempt the quiz and different students can get different questions. When a random question is added, it results in a randomly-chosen question from the category being inserted into the quiz. This means that different students are likely to get a different selection of questions, and when a quiz allows multiple attempts then each attempt is likely to contain a new selection of questions.

Adding Random Questions to a Quiz

Click **Edit quiz** → go to **Question bank** → Scroll down to **Add random questions from category:** → Check **Also show questions from sub-categories** (if you have sub-categories) → Choose the number of random questions to be added to the quiz from the drop down → Click **Add to quiz to view the questions added**

3.3.7 Preview Quiz

Course page → Click the quiz created → Scroll down to **Administration block** → **Quiz administration** → **Preview**

3.3.8 Adding Multiple Choice Question

Click on **Add a question** → Choose a **Question type (Multiple choice)** → Click on **Next** → Click the **Expand all** link → Type in **Question name & Question text** Give **General feedback** (to give students a fully worked answer and perhaps a link to more information they can use if they did not understand the questions) → Choose **One answer only / Multiple answers allowed** → Enable **Shuffle the choices** → Choose **preferred numbering to choices** → Write answers in the boxes **Choice 1, Choice 2, Choice 3 ... & Feedback** in the **Feedback** box → Assign **Grade 100%** to the correct answer / 50% to two correct answers → Click on **Save changes**

3.3.9 Adding True/False Question

Click on **Add a question** → Choose a **Question type (True/False)** → Click on **Next** → Click the **Expand all** link → Type in **Question name & Question text** → Choose the **Correct answer (True or False)** → Give **Feedback** for both True and False responses → Click on **Save changes**

3.3.10 Essay Question

Essay Question allows a response of a few sentences or paragraphs. This must then be graded manually.

Click on **Add a question** → Choose a **Question type (Essay)** → Click on **Next** Click the **Expand all** link → Type in **Question name & Question text** → Set **Default mark** → Specify the lines in Input box size (10 lines or 15 lines) → Set **Allow**

attachments to 1 → Create a **Response template** by clicking on **Show editing tools** (This template appears in the student's text editor to help them write their response) → Click on **Save changes**

Essay Question Manual Grading

Click on **Quiz** (created/attempted) → Click on **Results** in the **Course Administration block** → **Manual Grading** → **grade/ grade all**

3.3.11 Reviewing Attempt

Click on **Quiz** (created/attempted) → Click on **Results and Responses** in the **Course Administration block** → Click on **Review attempt** (below student's name) → **Make comment or override mark** → **Save**

3.4 Creating a Choice Activity

Course page → **Turn editing on** → **Add an activity or resource** (activity chooser) → Select **Choice** → **Add** → Click the **Expand all** link (top right) → In the **General block**, give a **Name** → Add choice question in the **Description** box → Choose a **Display mode for the options** (Display horizontally / Display vertically) → Allow / disallow choice to updated → Disable **Limit the number of responses allowed** → Under **Availability block**, check **Restrict answering to this time period** to specify the dates **open & until** → Under the **Results block**, choose an option for **publishing results & Privacy of results** (anonymous / non-anonymous results) → Disable **Column for unanswered** → Click on **Save and return to the course**

4 Grade Settings

4.1 Editing Grade Letters

Course page → In the **Course Administration block**, click the **Grades link** → Click on **Letters** → **Edit grade letters** → Check **Override site defaults** to edit grade letters & percent → Click **Save changes**

4.2 Creating Grade Items

Course page → In the **Course Administration block**, click the **Grades link** → Open Categories and Items → Scroll down and click **Add grade item** → Name the item → Choose the Grade type **Value** (A numerical value with a maximum and minimum) Specify max. grade → Click on **Show more** → Set **Grade to pass** (pass grades are highlighted in green and fail grades in red) → Specify grade display type – real, letter, real(letter), real(percentage), percentage(letter) → Tick **Hidden** to release grades after grading is completed (Optional) → Specify **Hidden until** date and time → Click **Save changes**

4.3 Exporting Grades

Course page → In the **Course Administration block**, click the **Grades link** → Click on **Export** → Click on **Excel spreadsheet** → Check **Include feedback** (Optional) → Select

Grade export display type (letter/percentage) → Select the Grade items to be included → Click on Submit → Click on Download → Save the .csv file to import with added / updated grades

4.4 Importing Grades

Add or edit grades in the saved .csv file → Navigate to the course gradebook (course administration → Grades) and click **Import** → Choose the .csv file from file picker or drag and drop → Click **Upload grades** → In the **Import CSV** screen, scroll down to **Identify users by** and choose **Map from Email address** and **Map to user email** In the **Grade items mapping** section, map the grade item(s) in which you added or updated the grade (Any field that is labelled as ignore will not cause changes to the gradebook) → Click **Upload grades** → Click **Continue** to view the updated gradebook.

4.5 Editing Grade

To edit a grade, click on a cell in the Grader report to enter a grade and feedback.

4.6 Student Grade Report

Click on **User report** to view grade report all users → Choose a student from the dropdown to see his/her grade report (User report displays a student's grades as s/he sees them from the Grades area)

5 Course Backup& Restore

5.1 Backing up a course

Course page → In the **Course Administration block**, click the **Backup link** → On the **Initial Settings screen**, select activities, blocks, filters and other items as required (include enrolled users or not) → click **Next** → On the **Schema settings screen**, select/deselect specific items to include in backup → click **Next** → On the **Confirmation and Review screen**, scroll down to the end of the page and click the **Perform Backup button** → On the **Perform backup screen**, click the **Continue** button to complete the backup process → On the **Course backup area screen**, click the **Download** link and save your course backup file (.mbz)

5.2 Restoring Course

Go to a blank course page → In the **Course Administration block**, click the **Restore link** → On the **Import a backup file screen**, choose the backup file downloaded → Click the **Restore button** → On the **Confirm screen**, scroll down and click the **Continue** button → On the **Destination screen**, select an appropriate option to choose the destination – **Restore as a new course / Merge the backup course into this course / Delete the course contents of this course and then restore** → click the **Continue** button → On the **Settings screen**, check **Include activities** and uncheck 'Include blocks' and 'Include filters' → click the **Next** button → on the **Schema screen**, change the course settings - Course name and short name, if required → click **Next** → On the **Review screen**, click the **Perform Restore** button → On the **Process screen**, click the **Continue** button to complete the course restoration process